

**DELEGATION OF AUTHORITY
FY**

Department/Office

SIGNATURE

PRINTED NAME

POSITION TITLE

- | <u>AUTHORITIES DELEGATED</u> | <u>DOLLAR AMOUNT</u> |
|--|----------------------|
| 1. <u>PURCHASE REQUESTS (PR's)</u> | |
| (This is the dollar amount for which a PR can be requested by the authorized person.) | \$ _____ |
| 2. <u>RECEIVING</u> | |
| A. Purchase or Task Order Payments
(Green copy of OF-347 or Receiving Document in Procurement Desktop) | \$ _____ |
| B. Contract Payments
(Lump Sum Contract Form 10-195) | \$ _____ |
| NOTE: If Acting as the Contracting Officer's Technical Representative (COTR), receipt must be authorized in an unlimited amount. | |
| 3. <u>TRAVEL AUTHORIZATIONS</u>
(When signing as approving official) | \$ _____ |
| 4. <u>PURCHASE CARD</u> | |
| Travel No ____ Yes ____ | \$ _____ |
| Purchasing No ____ Yes ____ | \$ _____ |

APPROVAL SIGNATURE
Associate or Deputy Associate Manager